

# COASTAL CAROLINA UNIVERSITY



## 2005-2006 STUDENT HANDBOOK

Available online at:  
[www.coastal.edu/students/](http://www.coastal.edu/students/)

# Welcome to Coastal Carolina University

Fall 2005

Dear Students,

Welcome to a new year and new opportunities at CCU! We look forward to working with you to help you achieve academic and personal success and prepare for your chosen career field.

As you join students of all ages, backgrounds and nationalities in this dynamic learning environment, you will be making choices about your academic program and your social life. We hope that you will use this handbook as a guide to the campus, so that you can make the most of your CCU experience.

You will find on our campus a selection of activities – cultural, social, athletic and governing body – that contribute directly to your educational program. You will find special support systems so that you can resolve problems that might interfere with your educational goals. And you can expect an environment in which cross-cultural understanding, personal integrity and respect for each other are valued. We have high expectations of you to be problem-solvers, leaders and to take an active role in the life of this institution. We expect you to be intentional about your education by thinking carefully about how you spend your time and energy. We also expect you to actively seek out people who come from backgrounds different than yours and have ideas that provide different intellectual perspectives.

We are excited that you're here and eager to learn about you and what you have to offer this campus. Let us know how you can contribute, what you want to change and how you can be an active, positive citizen at CCU.

Have a great year!

Sincerely,

Lynn Willett, Ph.D.

Vice President for Student Affairs



COASTAL CAROLINA  
UNIVERSITY

*Office of Student Affairs*

P.O. Box 261954 • Conway, SC 29528-6054

[www.coastal.edu](http://www.coastal.edu)

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## COASTAL CAROLINA UNIVERSITY

### ► MISSION STATEMENT

Coastal Carolina University is a public mid-sized, comprehensive liberal arts institution offering baccalaureate degrees in the traditional liberal arts and sciences, interdisciplinary studies, and professional schools, along with master's degrees in several specialized areas. Located in one of the fastest-growing metropolitan areas in the nation, the campus primarily serves its immediate five-county area, while honoring its commitment to the citizens of Horry County who founded the University and continue to provide funding to it. Recognizing its responsibility to ensure a student population that is diverse both culturally and geographically, the institution also aggressively recruits statewide, out-of-state, and internationally.

Coastal Carolina is a community of students and teacher-scholars dedicated to the pursuit of wisdom and goodness in an environment where intellectual understanding is encouraged, individual dignity respected, and creativity stimulated. The University seeks to provide a rational view of the world and human experience through student-centered participatory learning to help students make intelligent and informed decisions as free and active citizens in modern society. To this end, the institution affords opportunities for personal development and provides a common grounding in the Western intellectual tradition. Anticipated acquired skills and knowledge include the ability to express oneself effectively both orally and in writing, to locate and process information, to reason analytically and abstractly, to interpret and evaluate scientific evidence, to demonstrate competency in the use of modern technology, and to appreciate accomplishments in the arts. Attitudes ideally to be developed embrace a sense of ethics, honesty, truth, and justice, a willingness to accept responsibility for one's own actions and choices, an appreciation for work and self-discipline, an appreciation of and desire for lifelong learning, and a respect and tolerance for the ideas, values, and opinions of others.

As a major intellectual and cultural center for the Waccamaw region, the University enriches the quality of life through the performing and fine arts, community service, external programs, distance learning, continuing education programs, and the encouragement of faculty development and research, especially in problem areas that are indigenous. Recognizing regional needs, the campus provides Master's degrees in several areas for professional advancement. In its public service role, the institution is a major resource in the economic and intellectual development of the region, urging faculty participation on local boards and councils, and providing research and consulting services to local businesses, non-profit agencies, and governmental bodies. The University facilitates student participation in the community through internships, community service, and cooperative learning, as part of a comprehensive

educational experience that renders students competitive for entry-level jobs or graduate and professional training leading to practical and productive careers in business, the public service, the professions, and education.

Toward this accomplishment of its mission, Coastal Carolina covenants its cooperation with its sister public institutions, with the public schools, with the business community, and with elected and appointed officials who are responsible to the voting public for the oversight and governance of post-secondary education. The University understands that such cooperation necessarily includes coordination of programs and activities, along with a duty to use public funding efficiently and effectively to make its offerings both affordable and accessible. The institution also recognizes the fact that any public funds appropriated to it must be considered as an investment in the betterment of society, with the anticipated returns being an enlightened populace and economic growth.

*Approved by the Board of Trustees, April 18, 1997*

# ACADEMIC PROGRAMS AND SERVICES

## ► STUDENT COMPUTING SERVICES

[www.coastal.edu/scs](http://www.coastal.edu/scs)

*Prince 205 • Main Help Desk: (843) 349-2220*

Student Computing Services (SCS) is a division of Information Technology Services (ITS). The mission of Student Computing Services is to provide students with optimal technological facilities, resources and services that will facilitate academic and professional success. The friendly and knowledgeable staff of SCS maintains the general access labs, assists with computer accounts, supports residence hall computer operations, assists with academic computer projects, and advises with disk and file access problems. SCS staff also assists with the laptop initiative, advising students with their purchases. Computers throughout CCU student facilities are connected through a state-of-the-art campus network, which utilizes high speed wired and wireless Ethernet technology.

The followings are some of the resources and services available to CCU students:

### **GENERAL ACCESS LABS:**

General access labs are open to all CCU students for specific and general academic usage. Hours may vary across labs based on needs.

#### **• Computer Assisted Instruction (CAI) Lab**

*Help Desk, Prince 204 • (843) 349-2908*

The CAI Lab includes 45 computer stations along with multimedia hardware. The CAI lab supports many types of storage media such as Jazz, Zip, DVD-ROMS, CD-ROMS, and Super Disks. The lab has a diverse software library that ranges from word-processing and graphing to web authoring and programming applications. The multimedia station, consisting of a VCR, audio tape player, a scanner, DVD/CD burners, DVD/CD publishing printer, and variety of software applications, allows for the digitization and publishing of pictures, texts, audio tapes and VHS Tapes. The CAI Lab also provides video tapes and CD tutorials on a variety of computer applications. Wireless and wired Internet access is available for students with laptop computers. Other services such as laser color printing and transparencies are also available.

#### **• Wall Computer Lab**

*Help Desk, Wall 108 • (843) 349-2351*

The Wall computer lab has over 60 computer stations. It provides Internet and e-mail access, a variety of business applications, MS Office applications, and laser printing capabilities. A lab assistant is available to help with computer projects.



- **The Library Computer Lab**  
*Help Desk • Library • (843) 349-3924*

Equipped with 20 computer stations, the lab provides convenient access for students to do their academic work while using the valuable resources of the library. A student assistant is available at all times in order to assist with computer questions. The computers have high speed Internet and e-mail access, MS Office applications, along with other electronic library resources. High speed black and white laser printing is also available. Wireless laptops are available for check out at the front desk of the library (the laptops can be used within the library).

- **The Edwards Computer Lab**  
*Help Desk • Edwards Building 241 • (843) 349-2377*

The Edwards lab is equipped with 30 computer stations easily accessible to students who need to print academic projects, perform internet research or check their e-mail. MS Office applications and laser printing are available. Also, a lab assistant is on duty to help with computer questions.

- **The Science Computer Lab**  
*Help Desk • Science Building 122 • (843) 349-2571*

The Science Lab is equipped with 20 computer stations. Students can print academic projects, perform Internet research and check e-mail. MS Office and course-specific applications are available. Also, a lab assistant is on duty to help with computer questions.

## MICRO COMPUTER LABS

The microcomputer labs add more convenience and accessibility to computer technology for CCU students.

- **Student Center Lab**  
The lab has four computer stations with Internet and e-mail access, MS Office applications, two desk jet printers and a copier.
- **Cyber Corner**  
Located in the CINO Grill, Cyber Corner provides four computer stations for Internet and e-mail access.
- **Waccamaw Hall Lab**  
Located on the first floor of the Waccamaw Residence Hall. The lab has eight computer stations and four DeskJet printers. It is open 24/7 for Internet and e-mail access and MS Office applications usage.
- **Santee Hall Lab**  
Located on the first floor of the Santee Residence Hall. The lab has three computer stations and one DeskJet printer. It is open 24/7 for Internet and e-mail access and MS Office applications usage.

## STUDENT TECHNICIAN CONSULTANTS (STC)

Student Technician Consultants are available in Prince 205 to support students with technical issues and assist with personal hardware, software, network and Internet

problems. STCs are students who possess technical knowledge and have computer experience. (Appointments may be required.)

## RESIDENCE COMPUTER CONSULTANTS (RCCs)

Residence Computer Consultants are available in Waccamaw, Santee and University Place Residence Halls to assist resident students with technical and computer inquiries during evenings and weekends. RCCs reside and operate from within the residence halls; they assist with operating systems, desktop applications, and basic network and Internet inquiries.

## WIRELESS INTERNET ACCESS

Wireless Internet Access is available in the following areas. Students need to bring their laptops to SCS's main help desk, Prince 205, for wireless configuration.

- The Gardens Residence Hall
- Wall Building
- Edwards Building, second floor
- Prince Building, second floor
- Science Building
- Library
- CINO Grille
- Kearns Hall

## ► STUDENT ACADEMIC SUPPORT SERVICES

*Prince Building, second floor • (843) 349-2934 • [www.coastal.edu/advising](http://www.coastal.edu/advising)*

The Office of Student Academic Support Services assists students who have concerns and questions about their academic pursuits while attending Coastal Carolina University. The office provides academic support to students who wish to excel at the University. These services include:

- **Academic Advising**  
*Prince 212 • (843) 349-2934*

At Coastal Carolina University, academic advising is viewed as a vital part of education because it helps students develop meaningful educational plans that are compatible with their personal and career goals. Faculty advisers and students become engaged in a continuing process of communication that can influence students' growth and success. Students learn to accept responsibility for their education through their advisers' guidance in curricular and professional choices.

The Office of Student Academic Support Services assists students with developing and accomplishing their educational goals. All students are encouraged to meet regularly with their advisers to plan a course of study. When students are accepted into the University, they are assigned an academic adviser by the dean or assistant dean of their major. Undeclared students are assigned advisers through the Office of Student Academic Support Services, which also assists all students at the University with any questions regarding the advising process.

- **First-Year Student Success Program**  
*Prince 212 • (843) 349-2934*

6 The first year of college is a major period of adjustment for students. It is a time when

students are presented with new experiences and opportunities to achieve academic success. It also is a period where they discover career interests, become involved in campus life, and meet people from diverse backgrounds. As part of an institutional imperative to improve student satisfaction and success, the Office of Student Academic Support Services coordinates the First-Year Student Success Program, a program that involves faculty and peer mentoring of first-year students enrolled in success seminars at the University.

The First-Year Student Success Program is a beneficial and interactive experience for students and is structured around first-year success seminars designed to introduce students to college level academics and skills that can assist them in making a successful transition from high school to the University. The success seminars specifically focus on developing critical thinking skills, improving written and oral communication skills, setting personal and academic goals, developing structured and consistent study habits, practicing effective time management and introducing campus resources. Coastal Carolina University wants first-year students to know their classmates, learn to work in groups and develop effective oral communication skills. The goal of the success seminars is to create a comfortable learning environment where students are actively engaged introducing material vital to student success in all academic courses. Each seminar is taught by a faculty mentor who not only instructs the class but also serves as the academic adviser for students enrolled in the course. Peer Mentors, exceptional CCU students who are role models for academic achievement and co-curricular involvement, serve as co-instructors for the course.

- **Foreign Language Instructional Center (FLIC)**

*Prince 213 • (843) 349-2968*

The FLIC provides resources that support and enhance class instruction provided by the Department of Foreign Languages at Coastal. Available resources include an audio lab and cassette duplicating services for students enrolled in a foreign language course at the University, a computer lab featuring multimedia computers with Internet access and a wide variety of computer software, international media resources, and tutoring services in French, German, Italian, Japanese, Latin and Spanish.

- **Mathematics Lab (ML)**

*Wall 120 • (843) 349-2884*

The Mathematics Laboratory provides free support for a wide range of courses offered at Coastal, including, but not limited to, college algebra, trigonometry, pre-calculus, differential calculus, and integral calculus. The lab staff works to assist students in a relaxed non-threatening environment. Goals of any student/staff interaction in the math lab include an understanding of key concepts and a clear concise explanation of material. Students are encouraged to utilize the lab to work through homework problems and assignments; appointments are not necessary. Computer software packages, reference books, and handouts dealing with mathematical topics add to the available resources.

- **Writing Center (WC)**

*Prince 208 • (843) 349-2937*

The Writing Center provides one-on-one writing consultations to all students regardless of major or level of writing proficiency. From early brainstorming to the final stages of proofreading, our faculty and undergraduate consultants are available to offer assistance to writers of any discipline at any stage of the composition process. Our services are not limited to English papers; Writing Center consultants are from a wide range of academic majors and are prepared to assist with any writing assignment.

The Writing Center also offers various workshops throughout the academic year that cover many different writing issues. We have various handouts on composition and grammar available, as well. Appointments are not necessary but are highly encouraged, especially later in the semester.

## ► **LIBRARY FACILITIES**

*Kimbel Library • (843) 349-2414 • [www.coastal.edu/library](http://www.coastal.edu/library)*

Kimbel Library provides services and resources that support Coastal's curriculum. An essential part of the campus learning community, Kimbel Library provides access to a broad spectrum of formats including print, non-print and web-based (e-books, full-text journals, image databases, etc.) resources. Items not owned by the Library can be obtained through interlibrary loan.

Librarians and library staff are committed to student service and will work with students one on one or in small groups to locate, evaluate and use resources necessary for student academic success. Librarians also work with faculty to ensure that students in their courses develop the research skills necessary for success in college and career.

The library is a wireless environment offering quiet study areas, group study rooms, over 40 computer terminals (including a fully equipped computer lab), and additional laptops for in-house use. Kimbel Library is open seven days a week with online resources accessible 24-7. To check out materials or laptops, present your current CCU ID.

Regular library hours are:

Monday through Thursday . . . . .	8 a.m. to midnight
Friday . . . . .	8 a.m. to 5 p.m.
Saturday . . . . .	9 a.m. to 5 p.m.
Sunday . . . . .	1 to 11 p.m.

Holidays, breaks and summer session hours will be posted in advance at the Library's front entrance and on the Web site.

# ADMINISTRATIVE OFFICES AND SERVICES

## ► ADMISSIONS

*Kingston Hall* • (843) 349-2026 • [www.coastal.edu/admissions](http://www.coastal.edu/admissions)

Information regarding admission to the University, transfer of college credits from other institutions, immunization requirements and South Carolina residency requirements may be obtained from the Office of Admissions.

## ► ALUMNI RELATIONS

*Singleton 206* • (843) 349-2586 • [www.coastal.edu](http://www.coastal.edu)

The Office of Alumni Affairs establishes and maintains communication among alumni; sponsors social, cultural and educational activities and services for alumni; and provides an alumni scholarship program for deserving students enrolled at Coastal. The Office of Alumni Affairs promotes the general educational interests of the communities served by Coastal. All Coastal graduates or former students who have completed thirty (30) semester hours since 1974 and fifteen (15) semester hours prior to 1974 are eligible for membership in the Coastal Carolina Alumni Association. Annual membership is complimentary one year after graduation. For subsequent years, a contribution of at least \$25 to the Annual Fund will continue active membership. Members of the 1954 Society will be considered an active alumnus at \$19.54 for up to three years after graduation.

## ► COASTAL CAROLINA UNIVERSITY BOOKSTORE

*University Hall (first floor)* • (843) 349-2360

The CCU Bookstore is open Monday through Friday from 8 a.m. to 5 p.m. The CCU Bookstore is also open special event Saturdays such as Family Weekend and Homecoming. Saturday hours will be posted the week of the event. The Bookstore offers all of the required textbooks and course materials needed for your courses. Here you will find the largest selection of used books, which save 25 percent off of new book prices. The Bookstore carries a wide variety of school supplies, reference materials and educationally discounted software. You will find the best line of Coastal Carolina clothing, as well as the finest selection in gifts in the CCU Bookstore.

General operating policies are as follows:

- Credit - VISA, Discover, MasterCard and American Express are accepted.
- Financial Aid - A current student ID is required to make purchases.
- Returns - Policy is as follows:

Textbooks may be returned within seven (7) days from the first day of class with a valid receipt. After the initial return period, all returns must be made within two (2) business days of purchase. No refunds will be issued without a proper receipt. This policy applies to Fall, Spring and all Summer terms.

You can now shop with the CCU Bookstore 24 hours a day, visit the online store at: [www.efollett.com](http://www.efollett.com).

## ► BURSAR'S OFFICE

*Evergreen* • (843) 349-2159 • [www.coastal.edu/bursar](http://www.coastal.edu/bursar)

Students who have questions regarding tuition payments, fees or refunds are asked to contact the Bursar's Office.

## ► ENROLLMENT SERVICES

*Kingston Hall* • (843) 349-2258 • [www.coastal.edu/admissions](http://www.coastal.edu/admissions)

To assure a coordinated and comprehensive approach to student-centered education, the University has united specific areas of student service. The Office of Enrollment Services, under the leadership of the Vice President of Enrollment Services, consists of the offices of Admissions; Financial Aid; Orientation; and the University Registrar. The focus of the Office of Enrollment Services is student satisfaction and student success culminating in the graduation of competent, satisfied alumni who remain active in their University and who are productive members of society. Enrollment Services directors and staff are committed to assisting students throughout their educational experience at Coastal and encouraging students to seek assistance when challenges arise. Because each member of the Coastal community plays a vital role in some aspect of student success, Enrollment Services functions in cooperation with all areas on campus to promote exceptional student service.

## ► FINANCIAL AID

*Kingston Hall* • (843) 349-2313 • [www.coastal.edu/financialaid](http://www.coastal.edu/financialaid)

The mission of the Office of Financial Aid is to support and assist the University in accomplishing its aspirations, specifically through the Enrollment Services Strategic Initiatives, while assisting students and parents in identifying possible sources of financial assistance in meeting the cost of education at Coastal Carolina University. The overall goal of the Office of Financial Aid is customer service and striving to make the financial assistance process as unobtrusive as possible.

Financial aid available for Coastal students is derived from federal and state government sources such as scholarships, grants, work-study, loans and Veterans Education Benefits. Additional scholarships are provided by Coastal Carolina University, along with other funds available through private and public sources.

To determine whether or not a student is eligible for federal student financial aid programs, the student and his/her family must complete the Free Application for Federal Student Aid (FAFSA) by March 1 each year for priority consideration. The University expects students and their families to share primary responsibility to meet the costs of college.

**Veteran Education Benefits:** Eligible veterans can receive assistance by applying for educational benefits through Coastal's Office of Financial Aid. The U.S. Department of Veterans Affairs is the only agency that can determine eligibility for and award this benefit. You can determine if you are eligible by calling the VA Regional Office at 1-888-442-4551. You must then contact Coastal's Office of Financial Aid to obtain the appropriate forms for certification.

## ► FOOD SERVICES

### • CINO GRILLE

*Student Center, first floor*

Hours are Monday through Thursday 7:30 a.m. to 7 p.m. Weekend hours are announced each semester. CINO Grille features Montague's Deli, Tortilla Fresca, Grill Works and Java City.

### • THE COMMONS

*Between Waccamaw and Santee halls*

Hours of operation: Monday through Friday:

Breakfast:	7 to 9:30 a.m., Continental-9:30 to 11 a.m.
Lunch:	11 a.m. to 5 p.m.
Lite Lunch:	2 to 5 p.m.
Dinner:	5 to 7:30 p.m.
Late Night:	8 to 10 p.m. (ID-bar; cash only)

Hours of operation: Saturday and Sunday

Brunch:	10:30 a.m. to 4:30 p.m.
Dinner:	4:30 to 6:30 p.m.

### • U.P. CONVENIENCE STORE

*Located in the post office building in University Place*

Hours of operation:

Monday through Thursday:	10 a.m. to midnight
Friday and Saturday:	10 a.m. to 6 p.m.
Sunday:	1 to 10 p.m.

## ► HUMAN RESOURCES AND EQUAL OPPORTUNITY

*Atheneum Hall • (843) 349-2036 • [www.coastal.edu/hreo](http://www.coastal.edu/hreo)*

The Office of Human Resources and Equal Opportunity is responsible for managing programs/services related to employment, benefits, equal opportunity and employee relations for the University. The Vice President for Organizational Development and Human Resources serves as EEO Officer and receives and investigates complaints related to any equal opportunity education or employment matter including discrimination or harassment. For assistance, contact the Office of Human Resources and Equal Opportunity at (843) 349-2036.

## ► IDENTIFICATION CARDS

*Atheneum Hall, room 6A • (843) 349-6435*

All students must have a current student identification card, which will be made in the ID Card Office located in Atheneum Hall, room 6A. Hours are Monday through Friday from 8:30 a.m. to 4 p.m. There is a \$15 fee for replacement ID.

## ► OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES

### INTERNATIONAL STUDENT ADVISEMENT/COUNSELING

#### STUDY ABROAD ADVISEMENT

*Laurel Hall • (843) 349-2684 • [www.coastal.edu/international](http://www.coastal.edu/international)*

The Office of International Programs and Services provides two specific functions. International Student Advisement and Support include: issuing necessary immigration documents; welcoming new international students; assisting with health insurance needs; providing orientation; facilitating the registration process, evaluation of foreign transcripts; and providing guidance and direction as related to on-campus and off-campus work, practical training, academic training, internships, program extensions and changes of status. The OIPS maintains a supply of printed materials including CCU's International Student Handbook, area bus schedules and general information regarding applying for a Social Security card or for a South Carolina driver's license. Individuals attending Coastal on student visas must maintain close contact with the OIPS to insure that they are in compliance with the Federal regulations governing their status while in the U.S.

Study Abroad Advisement focuses primarily on Coastal's academic year, semester and summer programs abroad. CCU has entered into bilateral exchange agreements with University College Northampton and the University of Exeter in England; the Universities of Applied Sciences Mainz, Bad Honnef and Bonn-Rhein-Sieg in Germany; Deakin University in Australia; the Autonomous University of Barcelona in Spain and Tokyo Denki University in Japan. CCU-sponsored summer programs currently take students to Spain, Costa Rica, Ecuador, England, Germany, France, Africa, Ireland, and Italy. In addition, the OIPS provides assistance to students whose international academic interests extend beyond Coastal's current offerings. Also, the OIPS assists students with finding travel discounts, purchasing Eurail passes and International youth Hostelling cards and is an issuing site for the International Student and Teacher Identity Cards.

## ► ORIENTATION

*Kingston Hall • (843) 349-2256 • [www.coastal.edu/admissions/orientation](http://www.coastal.edu/admissions/orientation)*

Becoming a part of the Coastal community begins with Orientation, which is designed to prepare first-year and transfer students for their first semester on campus. Orientation is required for all new freshmen. During Orientation, students meet with academic deans and faculty members, plan their academic programs, register for classes and learn about the University's policies and procedures. Students also learn about the availability of services and activities and meet other members of the Coastal community while learning their way around the campus.

In addition to the student orientation sessions, there is a program for parents and family members designed to address questions and concerns regarding academic requirements, advisement, student health and safety, and other services available to students. The program stresses the role parents play in the success of students in college.

## ► DEPARTMENT OF PUBLIC SAFETY

*Atheneum Hall • (843) 349-2177 • [www.coastal.edu/safety](http://www.coastal.edu/safety)*

12 Department of Public Safety has two divisions within the university, Law Enforcement



and Life Safety. Law Enforcement personnel are on campus at all times. The officers are certified police officers who have graduated from the South Carolina Police Academy. They have full arrest and enforcement powers. The Law Enforcement division's major responsibility is the protection of persons and property on campus. Personnel patrol in vehicles, on bicycles, in golf carts and on foot. All personnel are "service oriented" and eager to help students, faculty, staff and visitors. State laws and university regulations are enforced at all times. The responsibilities of the Fire and Life Safety division are numerous, but end with the common goal of protecting students, faculty, staff, guests and university property. The office is located in Atheneum Hall on Blanton Circle. If you need the assistance of a police officer or need to make a police report, call (843) 349-2177. Emergencies should be reported by calling (843) 349-2911.

The Law Enforcement division of the Department of Public Safety has other services available for Coastal Carolina students. If you lock yourself out of your car, Law Enforcement will help you to the best of its ability; however, this office will not be held liable for damage to vehicles resulting from services performed. Validation of ownership may be required before a vehicle is unlocked. The Law Enforcement division of the Department of Public Safety will also assist with jump starting a vehicle. The Department will assist with obtaining a wrecker service, if required. The Department also offers a bicycle registration program at no charge to participants. Bicycles on campus may be registered in the Department of Public Safety.

## ► REGISTRAR

*Singleton 108 • (843) 349-2019 • [www.coastal.edu/registrar](http://www.coastal.edu/registrar)*

Information regarding registration, class schedules, grades, transcripts, test evaluation, withdrawal from school, and the University Catalog are handled by this office. Web registration username/PINs may be obtained on-line at WebAdvisor for students, or with a valid student ID at the Office of the Registrar.

The Office of the Registrar maintains academic records in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA). Under this law students have the right to review, inspect, and challenge the accuracy of their academic record, unless that right is waived. Additionally, FERPA ensures the ability to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University's policy concerning this law can be found in the University Catalog, Master Schedule of Classes, and on the Web at [www.coastal.edu/registrar/ferpa.html](http://www.coastal.edu/registrar/ferpa.html). Questions regarding FERPA may be directed to the Office of the Registrar.

Coastal has designated the following items as Directory Information: a student's name, mailing addresses (local, permanent, electronic), telephone numbers, photograph, electronic image, semester(s) of attendance, enrollment status (full or part-time), date of admission, date of graduation, college, major and minor fields of study, whether or not currently enrolled, classification (freshman, etc.), type of degree being pursued, degrees, honors, and awards received (including scholarships and fellowships), the most recent educational institution attended, weight and height of members of athletic teams, and whether the student has participated in officially recognized activities and sports sponsored by the University.

The University may disclose any of these items without prior written consent unless

the student has submitted a written request to the Office of the Registrar not to release directory information pertaining to them. This request must be made at the time of registration but not later than 14 days after the beginning of the term.

## ► STUDENT DIRECTORY

The University publishes an electronic Student Directory (accessible through <http://my.coastal.edu>) each fall and spring semester. This information can be corrected or updated by visiting the Office of the Registrar, Singleton Building 108. Students who do not wish to have information available in the Student Directory must complete a Student Directory Privacy Request Form, available in the Office of the Registrar, and must complete the form no later than 14 days after the beginning of the respective fall or spring semester.

## ► TECHNOLOGY SERVICES AVAILABLE THROUGH ITS

*Wall Building 105 • (843) 349-2084 • [www.coastal.edu/its](http://www.coastal.edu/its)*

Information Technology Services (ITS) is committed to providing leading edge technology and related services for students at Coastal. Computer accounts for network access, printing, e-mail, Internet usage, and Web page development are issued through ITS. ITS also is responsible for network access from residence hall rooms and connections from the computer labs on campus. Internet access from off-campus locations has been facilitated through a reduced price arrangement with a local Internet Service Provider (HTC-Horry Telephone Cooperative). ITS has arranged student discount deals with several major vendors for the purchase of new desktop and notebook computers.

### • FAX SERVICE

*Wall Building 105*

There is a fax machine available for student use in Wall Building 105. The charge to send a fax is \$3 for the first page and 50 cents for each additional page. The charge to send an international fax is \$5 for the first page and \$1 for each additional page. The charge to receive a fax is \$1 for the first page and 25 cents for each additional page.



# STUDENT SERVICES

## OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Singleton 104 • (843) 349-2302 • [www.coastal.edu/students](http://www.coastal.edu/students)

The Office of the Vice President for Student Affairs coordinates educational, social and recreational programs administered through the following offices: Multicultural Student Services, Student Employment and Career Management Services, Counseling Services, Student Health Services, Alcohol and Drug Prevention Program, Women's Advocacy Center, Student Activities, Greek Life, Leadership, Intramurals and Recreation, and the Office of Residence Life.

### MISSION STATEMENT

University student services are designed to support the educational mission of the University by fostering the development of the whole student. The Student Affairs Division promotes an environment in which the intellectual, spiritual, emotional, social, recreational, and physical development of the student can thrive. The University provides a range of student services designed to facilitate fuller participation in the life of the campus, to promote a sense of civic responsibility, and to provide skills addressing the challenges of academic life and the life-long process of self-development. Through its curricular and co-curricular offerings, the University provides opportunities for learning life skills such as: career exploration, interpersonal communication and self-awareness, leadership, intellectual discovery, cultural appreciation, personal and ethical values clarification, social and interpersonal effectiveness, physical development, spiritual growth opportunities, and community responsibility, citizenship, and respect for individual differences.

July 27, 2000

### STUDENT AFFAIRS DIVISION AWARD

The Student Affairs Division makes this award to faculty who have made significant contributions to the quality of student life through participation and leadership in the co-curricular activities of the University.

Past recipients of the Student Affairs Division Award are:

1978-1979	James F. Eason	1992-1993	Preston McKever-Floyd
1979-1980	Edgar L. Dyer	1993-1994	Christopher P. Marsh
1980-1981	Scott R. Johnson	1994-1995	Marios Katsioloudes
1981-1982	Carolyn G. Cox	1995-1996	Sara L. Sanders
1982-1983	Terry A. Barnett	1996-1997	Eldred E. Prince, Jr.
1983-1984	Elizabeth K. Puskar	1997-1998	Sharon H. Thompson
1984-1985	Veronica G. Davis	1998-1999	Linda A. Chandler
1985-1986	Paul E. Stanton	1999-2000	Nelljean M. Rice
1986-1987	Claudia Cleary	2000-2001	Robin Edwards-Russell
1987-1988	Ronald D. Lackey	2001-2002	Linda P. Hollandsworth
1988-1989	Glenda V. Sweet	2002-2003	Darla Domke-Damonte
1989-1990	Michael Ferguson	2003-2004	James D. "Jim" Henderson
1990-1991	Jill Sessoms	2004-2005	Michael J.T. Gilbert
1991-1992	Paul A. Olsen		

## ► COUNSELING SERVICES

204 University Boulevard • (843) 349-2305 • [www.coastal.edu/counseling](http://www.coastal.edu/counseling)

Coastal's Office of Counseling Services offers a variety of services for students, including personal counseling, crisis intervention, personal growth and enrichment, drugs and alcohol education, stress and test anxiety management, and study skills. The services are offered via individual and group therapy and classroom presentations. Counseling Services adheres to professional standards regarding confidentiality of information and is not part of any other CCU records system.

Counseling Services offers a wide variety of information concerning mental health and developmental issues experienced by University students. A network of community resources and referral agencies has been established to ensure that all mental health needs of students are met.

### • ALCOHOL AND DRUG SERVICES

*Counseling Services, 204 University Boulevard • (843) 349-2340*

Alcohol and Other Drug Services is an integral part of the counseling services offered to students. Personal assessments, classroom presentations, innovative and interactive computerized programs, and informational materials are available as requested. Referrals to community agencies are facilitated when appropriate. Confidentiality is maintained according to professional standards. Appointments may be scheduled by calling (843) 349-2305 or visiting the office in Counseling Services on University Boulevard.

### • OFFICE OF DISABILITY SERVICES

*Counseling Services, 204 University Boulevard • (843) 349-2307*

Coastal provides a program of assistance to students with disabilities. Upon acceptance to the University, students with disabilities will become eligible for support services by providing documentation of their disabilities. The student and counselor will develop an educational accommodation plan that may include the following: academic coaching, academic labs, tutorial referral, study skills, counseling, auxiliary aids, coordination with other agencies and classroom accommodations.

Coastal is dedicated to establishing and maintaining a barrier-free environment with all of its resources. Students with physical or learning disabilities are encouraged to contact a counselor to discuss their needs.

## ► STUDENT HEALTH SERVICES

204 University Boulevard • (843) 347-7466

The Student Health Services provides outpatient primary health care, wellness education and specialist referral. The professional staff includes a physician trained in family medicine and a nurse practitioner.

Outpatient clinic hours are 8:30 a.m. to 12:30 p.m. and 1:30 to 5 p.m., Monday through Friday. Conway Medical Center, located less than two miles from campus, provides emergency care.

Student Health Services are provided for all students residing in University residence halls. All other students currently enrolled at the University are eligible for services by paying a health services fee.

The Student Health Services fee covers most of the cost for services at the Health Center; however, additional fees are charged for x-ray, laboratory, pharmacy, etc.

## • STUDENT HEALTH INSURANCE

Coastal participates in a voluntary student health insurance program. All Coastal full-time and part-time students are eligible to enroll in this program at any time on a prorated basis. Additional information on coverage, benefits and cost is contained in brochures available through the Office of Student Health Services or the Office of Counseling Services. Students may also contact Pearce & Pearce Insurance directly at 1-800-622-6491 or visit its Web site at [www.studentinsurance.com](http://www.studentinsurance.com).

International students attending on student visas are required to purchase the University insurance or show proof of a comparable plan acceptable to University personnel responsible for issuing Immigration Office certifying forms.

## • GUIDELINES FOR MEDICAL EMERGENCIES ON CAMPUS

Coastal does not provide emergency medical services on campus. All medical emergencies should be handled by calling 2911. Situations that require calling 2911 include life-threatening conditions such as cardiac or respiratory emergencies, stroke, poisoning and trauma-related accidents resulting in possible fractures or multiple injuries.

For minor medical concerns that do not require emergency service, such as skinned elbows, nosebleeds, or a broken toe or finger, you may still call the Department of Public Safety at (843) 349-2911 for information and assistance. Campus public safety officers also may assist with transportation to Conway Medical Center for minor medical concerns that require immediate attention. If you are faced with a medical emergency after 5 p.m. or on a weekend, do not hesitate to dial 2911 for assistance.

## ► RESIDENCE LIFE

*Waccamaw Hall 129* • (843) 349-6400 • [www.coastal.edu/reslife](http://www.coastal.edu/reslife)

Coastal maintains 31 residence halls on campus, which house approximately 2,200 students. The types of residence halls range from apartment-style to traditional suite-style accommodations.

## • THE RIVERS COMMUNITY

*Waccamaw and Santee halls*

Waccamaw Hall houses 400 students in a traditional suite-style residence hall and is reserved for incoming freshmen only. Rooms in Waccamaw Hall are double-occupancy and are connected by a semi-private bathroom to a neighboring double-occupancy room. All four residents share the adjoining bathroom. Each double-occupancy suite is furnished with two beds, two desks and chairs, two chests of drawers, and built-in closet space. Additionally, there are a limited number of quad suites in Waccamaw Hall, with four students sharing a bathroom and common living area, but with individual bedrooms. Each of these suites is furnished similarly to the double occupancy with the addition of a common area sofa. All suites in Waccamaw Hall, both double and quad, are open to all applicants and are wired for direct Internet access.

Santee Hall is styled in similar manner as Waccamaw Hall and houses 350 students. All suites in Santee Hall, both double and quad, are reserved only for incoming freshmen and are also wired for direct Internet access. A cafeteria-style dining facility is located between the two halls.

## • THE WOODS COMMUNITY

*Oak, Cypress, Maple, Dogwood, Elm and Palmetto halls*

All halls in the Woods Community are apartment-style living units, accommodating approximately 400 students and are open to all applicants. Each unit in these halls houses four students with individual bedrooms. In addition, each apartment is furnished with a refrigerator, sofa, and kitchen counter, stools, beds, desk and chairs, chests of drawers and built-in closet space. The four residents in each unit share one bathroom within the apartment. Each bedroom is wired for direct Internet access.

## • THE GARDENS COMMUNITY

*Azalea and Magnolia halls*

Azalea and Magnolia halls are also apartment-style living units, accommodating approximately 90 students and are reserved for returning and transfer students only. Each unit in these halls houses two students who share one large bedroom. Each unit is furnished with a refrigerator, sofa, kitchen counter, stools, entertainment center, beds, desks and chairs, chests of drawers, built-in closet space, and a bathroom. In addition, units in the Gardens Community also have a full size stove and oven. Wireless Internet access is provided.

## • UNIVERSITY PLACE

*Highway 544*

University Place is a “near campus” residence hall facility managed by the Office of Residence Life. Housing more than 1,000 students in 20 apartment style buildings, University Place offers a combination of one, two and four bedroom “garden style” suite single apartments for upperclassmen and transfer students. Each apartment is furnished with a washer/dryer, refrigerator, microwave, dishwasher, stove, upholstered sofa and chair, TV stand and kitchen table and chairs. All bedrooms have private bathrooms and shared tub/shower. Each bedroom is furnished with a cable TV connection, high speed Internet connection, double bed, desk and chair, chest of drawers and large mirrored closet.

The University Place facility also offers an Activity House equipped with an exercise and fitness facility, pool/hot tub, social room with wide screen TV, half basketball court and full sand volleyball court.

## • RESIDENCE LIFE STAFF

The Office of Residence Life employs trained students and professional staff members in the residence halls to serve in a variety of helping roles. Each staff member is expected to serve as a resource person, activity planner, community builder and policy enforcer to ensure that students feel welcome, safe and secure in their new home.

## • FACILITIES AND SERVICES

**Telephone:** Each room or apartment is assigned a telephone number and equipped with a jack for telephone hook-up. The charge for local services is included in room and board fees. Residents are responsible for providing their own telephone and setting up long distance service if desired.

**Laundry:** Four laundry facilities are available on campus for student use. Facilities are located on the first floor of Waccamaw Hall, the first floor of Santee Hall and in The Gardens Community.

**Parking:** Students living in the residence halls may bring and park their cars on campus. Residential parking permits may be purchased from the Department of Public Safety on campus by registering the vehicle and furnishing the proper information.

**Dining:** All students living in the residence halls are required to purchase a student meal plan except those residing at University Place. There are two locations on campus that provide residential student dining: The Commons is located between Waccamaw Hall and Santee Hall in the Rivers Community. The Commons serves breakfast, lunch and dinner in a cafeteria style all-you-can eat setting. The CINO Grille is located at the Student Center and has a variety of dining options including pizza, deli sandwiches, frozen yogurt, coffee and pastries, and more.

**Health Services:** Health Services are available on campus Monday through Friday, 8:30 a.m. to 5 p.m. The Student Health Services Program is mandatory for all residence hall students, but optional for University Place students. Cost for these services is included in the room and board fee.

## • POLICIES AND PROCEDURES

Information regarding residence life policies and procedures is outlined in the *Residence Life Living Guide*, which residence hall students receive when they move into their rooms or apartments. Additional copies are available at the Office of Residence Life.

Conditions under which the University may terminate a student's housing contract are stipulated in the Office of Residence Life publication, *Contract Terms and Conditions*.

## • VACATION BREAKS

The standard contract period for most residence halls does not include Thanksgiving, winter and spring breaks. During this time, all residents are required to vacate the halls. There will be a \$15 per day charge for any students granted a break stay. Students are permitted to leave personal belongings in their rooms, but are encouraged to take valuables home with them.

## • ROOMMATE PREFERENCES

Requests for a specific roommate(s) must be specified on the Student Residence Life Application/Contract. Requests must be mutual and roommate preferences will take priority over any specified building preferences.

## ► STUDENT CENTER

*Student Center* • 100 Spadoni Park Circle

The Student Center offers a variety of facilities for all segments of the University community, as well as organizations from surrounding communities. The facility contains meeting rooms, the CINO Grille, coffee shop, television lounge, dining facilities, and a game room. The Student Center also houses the Office of Student Activities as well as the Student Government Association, Greek Life, Coastal Productions Program Board, STAR, Diversity Programming, and the student publication offices.

## ► STUDENT ACTIVITIES

*Student Center 106* • (843) 349-2301 • [www.coastal.edu/students/activities](http://www.coastal.edu/students/activities)

The Office of Student Activities supports programs that encourage a sense of community and concept of total student development. It is committed to providing an environment conducive to personal, cultural, social, ethical, emotional, recreational, spiritual and organizational development through co-curricular involvement. The office provides advisement to a large number of academic, professional, Greek fraternity and sorority, special interest, and religious student organizations. The office is available to individual students who desire information about activities or organizations to meet their interests. Any student who is interested in establishing a new club or organization may obtain information from the Office of Student Activities. In addition, the office provides leadership development and community volunteer programs so students who choose to become involved in the co-curricular program can transfer the learned skills to their professional and community involvement after graduation. This office coordinates the Student Center, Student Government, Student Media, Greek Life, Coastal Productions Board, Diversity Programming Committee, and the University's leadership development, community service and volunteer programs. The Office of Student Activities is continually seeking innovative ways to provide activities and services which are of interest to all Coastal students. Coastal offers a variety of co-curricular activities designed to supplement formal classroom education.

## • STUDENT GOVERNMENT ASSOCIATION

*Student Center 203* • (843) 349-2320

The Student Government Association (SGA) conveys student opinion to the University administration, serves as a liaison between the administration and the students, and shares with the faculty and administration the governance of the University. SGA is composed of the executive officers (president, vice president, secretary and treasurer) and senators representing student organizations and classes. Elections for the executive board are held each spring semester. Elections for class presidents and class senators are held at the beginning of the fall semester.

**Student Faculty Committees:** The Student Government Association (SGA) president with approval of the Student Government Association appoints students who serve on student/faculty committees. A description of the duties of these committees is available in the Office of Student Activities. Students interested in serving on one of the committees listed below should contact the SGA president.

The following student and faculty committees have been established to provide input into the decision-making process to ensure the orderly conduct of University affairs.

- Intercollegiate Athletics
- Committee on Intramural Athletics
- Committee on Student Affairs
- Committee on Buildings and Grounds
- Committee on Campus Services
- Committee on Academic Affairs
- Committee on International Programs
- Cultural Affairs Committee
- Calendar Committee
- Campus Judicial Board
- Long Range Planning and Steering Committee
- Library Advisory Committee

### • COASTAL PRODUCTIONS BOARD

*Student Center 206 • (843) 349-2326 • [www.coastal.edu/students/cpb](http://www.coastal.edu/students/cpb)*

Coastal Productions Board provides entertainment for the University community. This organization sponsors concerts, movie nights, dances and special programs such as comedians and hypnotists. Students interested in participating are asked to contact the Coastal Productions Board at the above number or visit their Web site.

### • GREEK LIFE

*Student Center 106 • (843) 349-2311*

Coastal has 16 fraternities and sororities: six social fraternities, three social sororities, three historically African-American sororities, and four historically African American fraternities. The Office of Student Activities provides resources and support in the areas of leadership training and development, risk management, social programming, and community service for all fraternities and sororities. Fraternity and sorority formal recruitment for the social organizations begins in mid-September, while the intake process for the historically African-American organizations occurs at different times throughout the year as stipulated by national guidelines. Fraternities and sororities contribute to the campus community through their active participation in education programming, philanthropic fundraisers, community services events, and intramural and athletic events. They provide solid leadership experiences and long lasting friendships, which help students become well-rounded individuals.

### • LEADERSHIP PROGRAMS

*Student Center 106 • (843) 349-2301*

The Office of Student Activities provides many educational resources and programs for the entire student population. A leadership conference is held each fall and is open to all students. The Office supports and instructs a leadership development class for credit titled UNIV 100 – Seminar in Leadership Development. Other services include educational resources and materials, publicity supplies, and campus-wide programs on issues such as alcohol abuse, service learning, diversity, and officer training and transition.

### • STUDENT MEDIA

*Student Center 206*

Three regular student-managed publications are offered at Coastal during the academic year. Archarios is the literary and art magazine published annually and consisting of poetry, prose, artwork and photography submitted by Coastal students, faculty, staff and

alumni. The Chanticleer is the campus newspaper printed bi-weekly and reporting events of interest on and off campus while keeping the Coastal community informed of upcoming events. Tempo is the campus feature magazine published each semester that chronicles major events and stories affecting the Coastal community. The Student Media Committee assists student publications at Coastal in meeting the goals of serving the student community's needs and providing maximum opportunity for educational journalistic experiences in fulfillment of the educational mission of the institution and in the full spirit of the First Amendment of the United States Constitution. The committee also serves in advisory capacity to the Vice President for Student Affairs with regards to all matters pertaining to student publications. For more information call: *The Chanticleer* (843) 349-2330; *Tempo* (843) 349-2396; *Archarios* (843) 349-2328.

### • STUDENTS TAKING ACTIVE RESPONSIBILITY (S.T.A.R.)

*Student Center 206 • (843) 349-2337*

STAR is the community service organization of Coastal Carolina. It provides opportunities throughout the year for students, faculty and staff to make an impact on the community. The organization is involved in many volunteer programs on campus and in the local community and raises money and donates endless hours to support many philanthropic causes. STAR has worked with hurricane relief projects and established relationships with such organizations as CARETEAM, the American Red Cross, Horry County Shelter Home, and the March of Dimes. STAR also supports McLeod Children's Hospital and Children's Miracle Network. STAR is operated primarily by two student coordinators and is advised by the Office of Student Activities.

### • DIVERSITY PROGRAMMING COMMITTEE

*Student Center 206 • (843) 349-2033*

The Diversity Programming Committee provides educational programs and entertainment that focuses on various areas of diversity, multiculturalism and acceptance of differences. The organization works cooperatively with all other student organizations to assist in the co-sponsoring of events and sponsors Coastal Unity Day.

### • STUDENT CLUBS AND ORGANIZATIONS

Coastal has more than 100 recognized student organizations available to students. Operational procedures and regulations for student organizations can be found in the *Student Organization Handbook* and on Coastal's Web site. Any student wanting to form a new organization should contact the Office of Student Activities.

Regular membership in recognized organizations shall be open to full-time Coastal students. All other requirements are left to the discretion of the individual organization. Organizations may offer associate membership to part-time students, faculty members, staff members, and interested persons not officially connected with the University. Associate members may not vote or hold an executive office. Students who are scholastically deficient (below a 2.0 GPA cumulative) may not hold office in a student organization. All officers must be full-time students (minimum 12 credit hours) and not on academic or disciplinary probation at time of election and throughout duration of their term of office.



## • **ACADEMIC ~ DEPARTMENT/PROFESSIONAL**

Accounting Club	Phi Alpha Delta (pre-law)
American Marketing Association	Phi Beta Lambda (business)
Art Club	Philosophy Club
Biology Club	Physical Education Club
Chemistry Club	Professional Golf Management
Education Club	Psychology Club
Finance Club	Recreation Club
German Club	Society for the Advancement of Management (SAM)
History Club	Sociological Society
Human Resources Club	Student Affiliate of the American Chemical Society (SAACS)
Journalism Club	
Number & Bytes	

## • **HONOR SOCIETIES**

Alpha Kappa Delta (Sociology)	Phi Eta Sigma (Freshmen)
Alpha Mu Gamma (Foreign Language)	Phi Sigma Tau (Philosophy)
Alpha Sigma Lambda (Adult Learners)	Pi Mu Epsilon (Mathematics)
Beta Gamma Sigma (Business and Management)	Pi Sigma Alpha (Political Science)
Delta Omicron (Music)	Psi Chi (Psychology)
Eta Sigma Gamma (Health Promotion)	Sigma Tau Delta (English)
Kappa Delta Pi (Education)	Sigma Zeta (Science and Math)
Omicron Delta Kappa (Leadership)	Upsilon Pi Epsilon (Computer Science)
Order of Omega (Greek Leadership)	Who's Who Among Students in American Universities and Colleges
Phi Alpha Theta (History)	

## • **PUBLICATIONS**

*Archaios* (Literary Art Magazine)  
*The Chanticleer* (Campus Newspaper)  
*Tempo* (Culture Magazine)

## • **RELIGIOUS**

Baptist Collegiate Ministries	Fellowship of Christian Athletes
Campus Crusade for Christ	Newman Club

## • **SOCIAL FRATERNITIES**

CCU National Pan-Hellenic Council	Omega Psi Phi (Colony)
National Interfraternity Council	Phi Beta Sigma (Colony)
Alpha Kappa Lambda (Colony)	Pi Kappa Alpha
Alpha Phi Alpha	Pi Kappa Phi
Delta Chi (Colony)	Sigma Phi Epsilon
Kappa Alpha Psi (Colony)	Tau Kappa Epsilon

## • **SOCIAL SORORITIES**

CCU National Pan-Hellenic Council	Gamma Phi Beta
National Panhellenic Council	Phi Sigma Sigma
Alpha Kappa Alpha	Sigma Sigma Sigma
Delta Sigma Theta	Zeta Phi Beta

## • **INTEREST**

African-American Association	NAACP
Amnesty International	Outdoor Adventure Club
CCU Cheerleaders	Pep Band
Circle K	Poetry Coalition
CCU Chamber Winds	PRIDE (Gay and Lesbian Club)
CCU College Republicans	PUSH Club
CCU Concert Choir	Rugby Club
CCU Marching Band	S.A.V.E. (Vegetarian Ethics Club)
CCU Young Democrats	S.C.R.E.A.M.
Coastal Design and Advertising	S.T.A.R. (Community Service)
Coastal Productions Board	S.T.R.I.D.E.
CUDA (Diving Club)	Student Athletic Trainers Association
Dance Club	Student Alumni Ambassadors Association
Diversity Awareness Committee	Student Government Association
Fishing Club	Students for Environmental Action (SEA)
Hispanic Club	Surf Club
Hospitality Adventure	SUW (Society of the Undersea World)
Jazz Band	Swim Club
International Students Club	Ultimate Frisbee Club
Lacrosse Club	Upstage Company (Theater)
Leadership Challenge	Women's Soccer Club
Los Amigos Spanish Club	Wrestling Club

## ► **MULTICULTURAL STUDENT SERVICES**

*Prince 215* • (843) 349-2863 • [www.coastal.edu/multicultural](http://www.coastal.edu/multicultural)

Multicultural Student Services supports and promotes the development of student success and satisfaction. The office provides a variety of programs and services related to the concerns, challenges and needs of minority students and their adjustment to University life. These programs and services are designed to be catalysts for student success. The overall goal of the office is to support the academic, social, and cultural development of minority students through counseling and programming. Consultation is also provided to faculty and staff regarding minority issues and the South Carolina Commission on Higher Education's Access and Equity Program.

## ► **CAMPUS RECREATION**

*Williams-Brice Building* • [www.coastal.edu/recreation](http://www.coastal.edu/recreation)

A wide variety of recreational and leisure time opportunities are available to all students and the campus community of Coastal Carolina University. Look for opportunities to participate in outdoor adventures and sports clubs.

## ► **INTRAMURAL SPORTS**

*Williams-Brice Building* • (843) 349-2802

Flag football, basketball, softball, volleyball, soccer and water polo are just a few of the

team sports available in men's, women's and co-recreational leagues. Individual events include badminton, racquetball, swimming and tennis. All sports offer multiple playing levels to ensure participants a variety of competition. Some of our intramural sports teams have represented Coastal at regional and national championship tournaments. All you need to participate is a valid Coastal ID, the desire to have a good time and the motivation to exercise. Entries can be picked up and turned in at the Student Recreation Center.

## ► RECREATIONAL FACILITIES

*Williams-Brice Building • (843) 349-2802*

The Student Recreation Center (SRC) is the center of all campus recreational activity. The facility offers a six-lane 25-yard swimming pool with separate shallow end and adjacent outdoor patio, auxiliary gym, racquetball courts, dance studio for aerobics, locker rooms, and a weight room with the latest fitness and cardio equipment. The campus recreation offices are located here. The Joseph Holliday tennis courts directly behind the SRC feature four composition courts, two of which are lighted. Intramural activities are played on the Spur fields, a large outdoor field complex, which also is available to the students for pick-up games. A state-of-the-art lighted track is available for the jogging enthusiast. The campus community is encouraged to participate in any of these activities with a valid Coastal ID. Equipment is available for checkout at the Campus Recreation office. A 10-element challenge course offers students, faculty and staff opportunities for team building and personal development. Several outdoor trips are planned every year including rafting, hiking and kayaking trips.

## ► CAREER SERVICES CENTER

*Indigo House • (843) 349-2341 • [www.coastal.edu/career](http://www.coastal.edu/career)*

*Career Lab • (843) 349-2357*

Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

Career services are built around the 20/20 Career Vision Plan, a four year developmental model that includes self exploration and career assessment and student employment services. All programs are supported by the technology systems housed in the Career Lab and on the CCU Career Center Web site.

New freshman and transfer students should login to their pre-established MonsterTRAK accounts via the CCU Career Services Web site. The username is your Coastal e-mail address and the password is the same as for the e-mail account; update the profile information and search for career, internship and job information. Every student is connected to a Career Services Coordinator through their academic major and can schedule individual appointments by telephone or e-mail. Students receive career development information through classroom presentations, workshops and on a walk-in basis in the Career Lab.

## • CAREER EXPLORATION SERVICES

Students are assisted in the selection of academic majors, achievement of career goals through assessment of their work values, interests, and abilities. Focus II, an online program, Myer Briggs type Indicator and the Strong Interest Inventory are used as part of individual counseling for this exploration. Career library materials, Internet resources, job shadowing and information interviews with mentors registered in the

Career Contact and Alumni Network are used along with University 150, a Career Exploration course are used to facilitate career decision-making.

## • EMPLOYMENT PROGRAMS

Students receive assistance with locating part-time off-campus and on-campus employment, career development internships and full-time professional employment through structured programs sponsored by the CCU Career Center. All opportunities are posted to MonsterTRAK located on the CCU Career Services website. Academic internships are managed by designed Internship Coordinators or faculty linked to the CCU Career Services Web site.

## ► ATHLETIC PROGRAMS

*Arcadia Hall • (843) 349-2820 • [www.coastal.edu/athletics](http://www.coastal.edu/athletics)*

Coastal offers a wide-range of opportunities in athletic participation during the academic year. The University competes intercollegiately in 17 varsity sports in NCAA Division I. There are eight sports for men: basketball, baseball, soccer, track, cross country, golf, tennis, and football; and nine sports for women: basketball, volleyball, softball, golf, soccer, tennis, cross country, and indoor and outdoor track and field. Coastal is a member of the Big South Conference.

The cheerleading squad supports the University's athletic program and has received high honors in national competition.

## ► CULTURAL PROGRAMS

The University offers musical, dance, theatrical and lecture programs at no cost to students. The University Cultural Arts Committee composed of faculty, staff, students, and community members selects performing artists. Coastal Carolina University Theater offers outstanding drama with the cast and crew selected from University students by audition. The Kimbel Distinguished Lecturer Series features well-known figures from politics, the media and the arts who lecture at no cost to students. Information concerning cultural programs may be obtained by contacting the Wheelwright Auditorium Box Office staff at (843) 349-2502. The box office is open weekdays from 8:30 a.m. to 5 p.m.

# UNIVERSITY POLICIES AND REGULATIONS

This section contains a synopsis of University policies and procedures regarding issues that affect all students. Complete policies and procedures may be obtained by contacting the office of the Vice President for Student Affairs in Singleton 104 or by consulting other references listed in this publication.

## ► ANIMALS

Animals are not permitted in any campus building, with the exception of laboratory animals in the Science Building. Service animals to assist persons with disabilities are permitted in all areas of campus. All animals must be maintained in compliance with all federal, state and local laws. The University reserves the right to prohibit animals from attending any University sponsored event(s).

## ► COMMENCEMENT/HONOR STOLES

For commencement exercises, graduates who are members of nationally recognized honor societies at Coastal wear white satin honor stoles bearing the University seal and the appropriate Greek letters or designated honor. Omicron Delta Kappa handles the sales and distribution of the stoles.

## ► DISRUPTION OF NORMAL ACTIVITY

No one may disrupt or interfere with the normal activity and operations of students, faculty, administration and staff of this institution or its buildings and facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons is prohibited.

## ► ENGLISH LANGUAGE PROFICIENCY (SC CODE 59-103-160)

All candidates interviewed for University teaching positions will be evaluated on both their written and spoken English proficiency. Faculty employed will possess adequate written and spoken English skills so as to be able to deliver instruction in an understandable manner. Students with specific concerns should schedule a meeting with the immediate supervisor of the instructor involved.

## ► DEMONSTRATIONS ON CAMPUS

Coastal Carolina University is dedicated to the constitutional principles of free expression, free assembly, and the right to petition government for a redress of grievances. The University considers these principles to be an integral part of the educational process and, as a state institution, the University is aware of its civic responsibilities, as well.

A university campus, as a place of higher education, is generally tranquil for the purpose of being conducive to learning. While demonstrations are not

discouraged, any activity that disrupts the educational process will not be tolerated. Accordingly, peaceful demonstrations by members of the university community or by members of the general public will be allowed on campus, subject to certain restrictions of time, manner, and place. The University assumes a posture of neutrality toward the content or subject matter of any demonstration, but will not allow demonstrations that advocate unlawful activity.

Any person desiring to conduct a demonstration must secure permission from the Chief of Public Safety. The application shall inform the Chief of the desired date, time and place for the demonstration and the estimated number of participants. This information shall be necessary for a determination by the Chief as to whether to assign officers for purposes of crowd control and traffic/pedestrian safety. The Chief may withhold approval or assign an alternate time and place, if such a demonstration has the potential to disrupt educational activities or precipitate unlawful behavior. The applicant must also inform the Chief if the use of electrical voice amplification or any device that generates amplified sound will be used at the demonstration. Use of such devices may result in the assignment of an alternate place and time that will minimize campus disruption for excessive noise.

## ► DRUGS AND NARCOTICS

Coastal Carolina University, as a responsible segment of the society in which it exists, and as an educational institution within the state of South Carolina, neither permits nor condones the possession, use, or sale of illegal drugs and narcotics. The University operates in compliance with the Drug-Free Schools and Communities Act and other federal, state and local laws.

## ► FIRE REGULATIONS

The possession, ignition or detonation of any flammable material or fireworks is prohibited on any property owned or operated by the University. False fire alarms and tampering with fire safety equipment is prohibited.

## ► FIREARMS/DEADLY WEAPONS

The possession or use of any firearms or other deadly weapons is strictly prohibited on the Coastal campus.

## ► FORGERY

The alteration or misuse of Coastal documents or records is forbidden.

## ► FREEDOM OF INQUIRY AND EXPRESSION

Coastal recognizes and supports the rights of its members to the traditional freedoms of expression. The nature of an educational institution, which is dedicated to the search for truth and the development of the individual student for his role in a democratic society, protects these freedoms. Equally expected of students in the exercise of these freedoms is the weighing of possible consequences of their actions, especially those that involve conduct, which interferes with or impinges upon the rights of other students, faculty or any member of the University community.

## ► FUNDRAISING AND PROMOTION

Organizations and individuals that are members of the Coastal community may not engage in fundraising or promotional activities unless the administrative staff of the University sanctions these activities. Authorization for all fundraising and promotional activities must be obtained from the Vice President for Student Affairs, in conjunction with the Office of Student Activities.

## ► GRADE ACCESS INFORMATION

Coastal students may access final grades at the end of each semester via a toll free number, 1-800-613-9512, or the Internet at <http://www.getgrades.com>

## ► HAZING POLICY

No organization or group of students, registered or otherwise, officially or in fact, may participate in the activity of hazing.

Hazing is any activity undertaken by a group or organization or a member of that group or organization in which members or prospective members are subjected to activities which harass, intimidate, physically exhaust, impart pain, cause undue mental fatigue or mental distress, or which cause mutilation or alteration of the body or parts of the body. Such activities include but are not limited to, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances, activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature is so profound that it would have a potential to cause severe mental anxiety, mental distress, panic, degradation, or public embarrassment. Specific activities that constitute hazing include, but are not limited to, the following:

- Forced consumption of alcohol, drugs, food, etc.
- Deprivation of sleep or rest
- Calisthenics (push-ups, sit-ups, runs, etc.)
- Paddling
- Road trips (dropping off new members to find their own way back home)
- Line-ups (lining up people and harassing them verbally)
- Running personal errands of the members

Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which when examined by the ordinary University student, would seem reasonable under the circumstances and justified in view of the purpose for which they are conducted.

It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

All Coastal Code of Student Conduct policies shall apply to behavior of students and student organizations on Coastal properties or functions located on Coastal property or administered by Coastal. However, the Code of Student Conduct shall apply to alleged incidents of hazing as described above, irrespective of the location(s) of the alleged hazing incidents. All off-campus conduct attributable to Coastal registered student organizations is also subject to these regulations.

The Vice President of Student Affairs, in cooperation with the appropriate student judicial board, will investigate and handle all cases of hazing allegations. Individual students involved in an alleged hazing incident will be referred to the Vice President for Student Affairs. For information on the South Carolina Hazing Law, the Coastal Hazing Policy, or to initiate a complaint for alleged hazing, all members of the University community should contact the Director of Student Activities at 349-2303.

## ► HURRICANE PROCEDURES

It is the policy of Coastal to view each hurricane threat as an extremely hazardous condition and first minimize the risk to students, faculty and staff; and second, to protect university property. The entire procedure can be found at [www.coastal.edu](http://www.coastal.edu).

## ► LOST AND FOUND

The Department of Public Safety maintains a lost and found department for use by the students, faculty and staff at the university. Items may be turned in, reported lost or retrieved at the Department of Public Safety in Atheneum Hall, in Student Center 106 or Wall 124A. For more information, contact the Department of Public Safety at (843) 349-2177.

## ► NEEDLE AND SHARP INSTRUMENT DISPOSAL

The use of hypodermic needles is discouraged on the University campus except for urgent medical cases. If such a need arises, please adhere to strict regulations according to the Federal Blood borne Pathogens Standard with regards to disposing a needle or any sharp instrument that may be contaminated with blood or body fluids. Never throw a needle or sharp instrument in the trash - an innocent person may become injured. Biohazard Contaminated Waste Containers for the proper disposal needle and sharp instruments are located in the following locations: Science Building; Department of Public Safety located in Atheneum Hall; and Facilities Management. Anyone who becomes injured with a contaminated needle or sharp instrument should seek medical attention immediately. For more information, contact the nurse at the Health/Medical Referral Office, (843) 347-7466.

## ► OFF-CAMPUS SPEAKERS

The Board of Trustees is, by law, the governing board of the University, and nothing in this statement of policy abrogates or limits in any way the authority of the Board in matters of governance.

- A. Coastal Carolina University is committed to the principle that students should be allowed to invite and to hear any person of their own choosing. The campus is open to free discussion and the examination of views and ideas, both popular and unpopular, orthodox and unorthodox, with the condition that such discussion be accompanied by peaceful methods and peaceful conditions consistent with the scholarly nature of an academic community. Freedom of inquiry, both in the classroom and in all other aspects of University life, is essential to the search for truth and, therefore, is a major tenet of the University educational philosophy.
- B. A positive effort is made to provide for a vigorous presentation of varied points of view under conditions of suitable scheduling and publicity.



- C. Invited speakers and their sponsoring organizations are accountable to campus and civil authorities for compliance with existing regulations and laws which are designed to prevent disruption of the University, injury to person or property, obscene behavior or riot.

Since the University encourages the expression of diverse opinions and views, it is equally clear to the academic and larger community that the presentation of a particular view or opinion by the visiting speaker on campus does not imply University endorsement of that view.

The officers of a recognized student organization desiring to use University facilities for a visiting speaker shall submit to the Office of Student Activities a request for reservation of meeting space and an Event Registration Form with the following information: (submitted two (2) weeks prior to the event)

1. The name of the sponsoring organization and the proposed speaker's topic;
2. Sufficient biographical information to identify the proposed speaker, including the address and telephone number of the speaker or that of the agency representing the speaker;
3. Request for a date and place of meeting; and
4. A statement as to what non-college attendance, if any, is invited or expected, along with an outline of the manner in which the event is to be publicized.

Arrangements for the scheduled use of University facilities are subject to administrative approval to prevent conflict in the scheduling of facilities. When a negative decision is made upon the grounds of conflict, the sponsoring organization is free to seek a more suitable date and arrangements. Unless there are conflicts in scheduling, speaker appearances will be authorized upon fulfillment of these requirements. An exception to routine authorization occurs when the proposed speaker or activity is undesirable under criteria of paragraph "C" of the policy statement above or when conditions within the University indicate that danger to persons or property might result from an appearance. The President of the University shall have final authority in these matters, whether upon review of the decision of the Vice President for Student Affairs or upon appeals from such decision.

It shall be the responsibility of all organizations to provide speakers with a copy of the procedures at the time of the invitation.

Once a speaker affected by the above procedures has been invited, and acceptance received, the appearance on campus shall be governed by the following policies:

1. Student attendance at campus-wide events is not compulsory.
2. In order to assure the free and open discussion which is essential to safeguarding free institutions, the President, in his or her discretion and when he or she considers it appropriate, may require that a meeting be chaired by an officer of the University or by a ranking member of the faculty.

Exceptions to the above policy will be submitted to the Vice President for Student Affairs who will chair a committee comprising two (2) faculty and two (2) student members of the Student Affairs Committee of the Faculty Senate. Speakers thus permitted to speak will do so only in the Student Center and only for a specific day and time. The speaker must fulfill all other requirements above. The President shall have final authority in these matters.

## ► PARKING

Any student who shall regularly or occasionally drive, operate or control, park, let stand, or otherwise use or maintain a motor vehicle on the land or property of the university is required to register the vehicle with the Department of Public Safety located in Atheneum Hall. All vehicles must be registered and have a valid parking permit properly displayed if they are to be driven, parked or otherwise maintained on the Coastal Carolina University campus. Parking decals are not transferable to another vehicle. The parking decal is only valid when correctly displayed on the registered vehicle.

For a complete listing of Coastal Carolina University parking regulations please visit the Department of Public Safety at [www.coastal.edu/safety](http://www.coastal.edu/safety) or you may obtain a copy of Coastal Carolina University Traffic and Parking Regulations at the Department of Public Safety located in Atheneum Hall.

## VEHICLE TOWING and IMMOBILIZATION POLICY

The Department of Public Safety may immobilize a vehicle by using a mechanism commonly known as a "boot." The boot attaches to the wheel of the vehicle and prohibits the vehicle from being moved. The Department of Public Safety may also summon a local towing service to remove and place in storage a vehicle from University property. A vehicle may be booted or towed for any of the following reasons:

- Parking in a fire lane
- Parking blocking a fire hydrant
- Parking in a loading zone
- Parked blocking a refuse dumpster
- Parking in a space reserved for the handicapped
- Parking in an area that has been marked and delineated with traffic cones
- Parking in an area that has been marked for "No Parking" with temporary signage
- Parking in a space that has been reserved by permanent signage
- Parking in a manner that prevents the egress of lawfully parked vehicles
- Parking on grass or any other area that is not hard-surfaced with asphalt or concrete
- Traffic obstruction/traffic hazard
- Parking improperly
- Incidental to the lawful arrest of the driver or owner of the vehicle
- Vehicle left abandoned on campus property
- A vehicle equipped with an alarm device that emits an audible tone longer than three minutes and is disruptive to the academic environment of the University

A vehicle may also be booted if the vehicle has accumulated a minimum of \$75 in parking fines. In addition to paying the accumulated fines, the owner/driver must pay a \$25 administrative fee for removal of the boot.

## PARKING OPTIONS for STUDENTS

### • Regular Returning and Transfer Students

Regular returning and transfer students must obtain a "STUDENT" decal and may park in any student space, in any student parking lot.

### • University Place Student Residents

Students residing in University Place must obtain a "UNIV PLACE" decal which will restrict parking to University Place and on campus to lots QQ (Brooks Stadium), II

(between Kingston Hall and University Hall), HH (across Chanticleer Drive from the R. Cathcart Smith Science Center), BB & EE (adjacent to Waccamaw Hall), and the Atlantic Center.

- **Residence Hall/The Gardens Students**

A residence hall student is one who resides in a dormitory or “the Gardens” on the university campus. Students residing in residence halls must obtain a “RESIDENT” decal for their motor vehicles. Motor vehicles with a “RESIDENT” decal must park in the immediate area of the residence hall in which the student resides from 8 a.m. to 5 p.m., Monday through Friday. Parking on campus of a motor vehicle with a “RESIDENT” decal during this period in a place other than the immediate residence hall area shall constitute illegal parking. Students living in Azalea and Magnolia (“the Gardens”) residence halls will also receive a “RESIDENT” decal.

- **Off-Campus First Time Freshman**

Off-campus residents who are first time freshman students must obtain a “FTF-STUDENT” decal which will restrict parking on campus to lots QQ (Brooks Stadium), II (between Kingston Hall and University Hall), HH (across Chanticleer Drive from the R. Cathcart Smith Science Center), BB & EE (adjacent to Waccamaw Hall), and the Atlantic Center.

- **Special/Handicapped/Disability Parking Registration**

In the event a student can clearly demonstrate the need for special parking privileges because of a disability, the Department of Public Safety is authorized to issue the student a special parking permit. Students with physical disabilities will be required to obtain written approval from their physician, which designates the length of time a permit is needed, to authorize a special parking permit. Parking in a handicap designated area without obtaining a special parking permit, from Coastal Carolina University, will constitute illegal parking, which is subject to a \$250 fine, and booting or towing and impounding.

- **Graduate Students**

Graduate students must obtain a “GRADUATE” decal and may park in any student space, in any student parking lot.

- **Part-time Student Employees/Graduate Assistants**

Students employed on a part-time basis, regardless of status, are not eligible for “FAC/STAFF” decals. Students in these categories who use campus parking facilities will be required to have the appropriate student decal.

## **VIOLATIONS and PENALTIES**

The driver and/or owner or person in whose name a vehicle is registered shall be responsible for all violations incurred by all users of the vehicle. Fines are payable in person or by mail at the Bursar's Office from 8 a.m. to 5 p.m., Monday through Friday.

## **NON-PAYMENT of FINES**

Students who fail to pay their financial obligations to the university will not be allowed to register for classes or secure a transcript of records until the fine has been cleared. Repeated unpaid parking citations, or willful disregard of unpaid fines, may result in the vehicle being towed, booted or impounded, and may also subject a student to disciplinary action.

## **BE ALERT**

If you see a dangerous situation, something suspicious or an accident, please report the information immediately to the Department of Public Safety at 349-2177. In case of Emergency call 349-2911.

## **► POSTING REGULATIONS**

The placing of signs, posters and fliers is generally permitted only on designated Office of Student Activities' bulletin boards and other designated areas. The Office of Student Activities must approve all posted materials. Note: Anything posted in the residence halls must be approved by the Office of Residence Life located in Waccamaw Hall. Copies of the University Bulletin Board Procedures are available in the Office of Student Activities and the Student Organization Handbook. Each student organization is provided with a copy of these procedures. Posting information on vehicles is not permitted.

## **► SEXUAL ASSAULT POLICY**

Coastal will not tolerate sexual assault in any form. A student charged with sexual assault may be prosecuted under South Carolina criminal statutes and disciplined under the University's Code of Student Conduct. The University reserves the right to apply the code whether or not civil authorities elect to prosecute such offenses. Victims of sexual assault are strongly encouraged to seek redress in a confidential process wherein a complaint is filed consistent with the Code of Student Conduct. In those instances where a complaint has been filed, the University will pursue disciplinary action through the University judicial process.

## **► SEXUAL HARASSMENT POLICY**

It is the policy of Coastal, in order to maintain an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of employees or students is prohibited. Such conduct is unacceptable and will not be tolerated. It is a form of behavior, which seriously undermines the atmosphere of trust essential to the academic environment. It also is the policy of the University that willful false accusation of sexual harassment shall not be condoned.

Sexual harassment of employees or students at Coastal is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors, or physical conduct commonly understood to be of a sexual nature. Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assault.

Any student who feels that she or he has been sexually harassed under the above definition and who wishes further information, or who wishes to file a complaint, should immediately contact one of the following on the Coastal campus: the Vice President for Organizational Development and Human Resources, the Vice President for Student Affairs, or the Director of Counseling Services.

A complete copy of this policy may be obtained from the Office of Human Resources and Equal Opportunity or the Counseling Center.

## ► SMOKING POLICY

Smoking or the possession of lighted smoking materials in any form inside university buildings is prohibited except in those areas designated as smoking areas and in certain enclosed private offices. In areas where smoking is permitted, signs must be displayed except in enclosed private offices.

## ► SOLICITATION AND DISTRIBUTION

South Carolina Code of Laws, Volume 4, Section 8-11-230, sets forth the policy on Solicitation and Distribution. Coastal Carolina University, as a state agency, is legally responsible for adhering to state laws. Solicitation is defined as contact for the purpose of:

1. soliciting funds or sales or demonstrations that result in sales;
2. distributing advertising or other materials;
3. compiling data for surveys, programs or other purposes; or
4. recruitment of members or support for an organization or cause.

The following rules are promulgated in furtherance of the University's legal responsibility:

- Solicitation or distribution of pamphlets, products, or other materials by persons other than employees and students of the University in those areas of the University, which are not open to the public, is prohibited. Solicitation or distribution by persons other than employees and students of the University in those areas of the University, which are open to the public, is prohibited. Solicitation in conjunction with non-University sponsored activities by University employees or students on University property during working time is prohibited.
- Distribution of pamphlets, products, or other materials by University employees or students on University property in non-working areas during working time is prohibited.
- Distribution in conjunction with non-University sponsored activities of pamphlets, products, or other materials by University employees or students on University property in working areas is prohibited.
- Charitable fund drives approved by the Director of Student Activities may be conducted under the University's supervision.

## ► TELEPHONE REGULATIONS

Students are not permitted to use University telephones for long distance calls unless authorized by a University official. Pay telephones are available at various locations on campus.

# COASTAL CAROLINA UNIVERSITY ALCOHOL AND DRUG POLICY

## I. Introduction

Coastal Carolina University recognizes its responsibility for understanding how alcohol and other drug problems can present grave consequences to individuals and society. The University recognizes that substance use and abuse can adversely impact its greatest concerns: academic performance, student development and safety, and employee job performance.

This policy describes the boundaries regarding the possession, sale and consumption of alcohol by students, faculty, and staff on the Coastal campus and in or at any Coastal owned or managed facility, or at any Coastal Carolina University hosted, sponsored or registered event, either on or off campus. Parameters for alcohol and drug use are regulated by the University consistent with state, local, and federal laws, including the Drug-Free Workplace laws.

### A. Philosophy

The University's commitment is that every student be provided the best possible opportunity to achieve academic excellence, that each student has a campus environment in which to develop and mature, and that the safety of students, faculty, and staff be promoted. Coastal Carolina University is concerned with the welfare of the entire campus community.

This policy, and the substance abuse programming for the entire campus which accompanies it, emphasizes that abstinence is a choice, that appropriate and legal use of alcohol is an option, but that alcohol and drug abuse are not options. Coastal Carolina University seeks to promote a safe and healthy environment free from the abuse of harmful substances; it seeks to maximize the potential of each campus community member to contribute to society and to achieve his or her full potential, while encouraging individual responsibility.

In summary, the purpose of this policy is to accomplish the following:

1. To promote a healthy and safe environment for students, faculty, and staff.
2. To maximize the opportunity for academic excellence and student development.
3. To define expectations regarding the appropriate use of alcohol at recognized Coastal events.
4. To discourage the illegal use of alcohol and other drugs and to identify appropriate disciplinary procedures for those who engage in such illegal activities.
5. To demonstrate the commitment of Coastal Carolina University to provide education and prevention services designed to prevent alcohol and other drug abuse.
6. To demonstrate the commitment of Coastal Carolina University to provide early intervention and referral services in connection with alcohol and drug abuse.
7. To encourage those who have an alcohol or other drug problem to seek treatment and support services.

## **B. Programs and Services: Education, Prevention, Intervention and Treatment**

Coastal Carolina University recognizes its responsibility to educate the campus community about alcohol and drug abuse problems as well as low-risk legal alcohol use. This education takes place in formal and informal settings, through prevention and education programs and activities, individually and in groups.

Students are encouraged to participate in campus activities, which promote alcohol and drug free experiences. Abstinence from alcohol and other drugs is encouraged and viewed as a legitimate and socially acceptable choice for any member of the campus community.

Any student of the campus community has the opportunity to seek help for an alcohol or other drug problem and associated concerns. A diagnostic assessment will be made by either the Director of Counseling or the Alcohol and Drug Services Coordinator. Following initial counseling sessions, referral may be made to another agency, which may provide further treatment. University services available at no cost to the individual may include educational activities, structured groups, counseling, and self-help groups. The cost of off-campus services is the responsibility of the individual, not Coastal Carolina University. Any employee of the University who wishes to seek help for a possible alcohol or drug problem can contact the Office of Human Resources for a referral.

## **C. Office of Alcohol and Drug Prevention**

The Office of Alcohol and Drug Services is located in the Office of Counseling Services. This office provides general information and referral, if necessary, for any type of alcohol or other drug issue or problems which arise within the campus community involving students.

The Office of Alcohol and Drug Services provides services in the following areas:

### **1. Information on Alcohol and Other Drug Use and Abuse**

The Office of Alcohol and Drug Services maintains resource materials on alcohol and drug use and abuse, and related issues. Educational videos, books, and pamphlets are available for use, many free to take as needed. A computer is available for student use to access current information on the web as well as to access Alcohol 101, the interactive computer “virtual party.”

### **2. Educational Services**

Educational group meetings occur on a regular basis in response to residence hall students and others who are violators of the campus alcohol and drug policies. These group sessions are designed to provide each student an opportunity to examine alcohol use and related behavior, together with corrective action which may be necessary. This group introduces students to available services and information regarding alcohol use and abuse.

Other educational services for those who violate our campus Alcohol Policy may include individual assessment and/or the interactive computer program Alcohol 101. Other educational programs may be designed to meet special needs of faculty, staff and students.

### **3. Prevention Programs**

Prevention activities are wide-ranging. They may include programs designed on

an as-needed basis as well as assistance with event planning by other University services or departments. Student organizations may provide opportunities for alcohol and drug prevention programs through a variety of alternative social events, such as theme parties, movies, etc.

Greek organizations will participate in alcohol risk management programs, including TIPS in the University. The Office of Student Activities will designate those students/officers who must successfully complete the recommended educational programs per the Office of Alcohol and Drug Services as well as Greek Life.

## **4. Assessment, Counseling, and Referral Services**

Students who are concerned about the use or abuse of alcohol and drugs – either their own or others – may receive assistance from the Alcohol and Drug Services Coordinator or the Director of Counseling, both located in the Office of Counseling Services.

Counseling services may include: problem assessment; educational/therapeutic counseling; intervention; or referral to other agencies such as Waccamaw Mental Health, the Horry County Commission on Alcohol and Drug Abuse, or private practitioners.

All counseling services are provided pursuant to all federal and state laws effecting the transfer of information including, but not limited to, the Family Educational Rights and Privacy Act, the South Carolina Freedom of Information Act, the *South Carolina Code of Laws*, and Federal confidentiality rules.

## **II. Campus Alcohol Policy**

This policy governs the possession and consumption of alcohol by students, faculty, and staff on the Coastal campus and in or at any Coastal owned or managed facility, or at any Coastal Carolina University hosted or registered event, either on or off campus. Throughout this policy, alcohol is defined to include beer, wine, and distilled spirits. This policy is based on a concern for the welfare of all members of the campus community. As members of the community, students, faculty and staff are expected to comply with and abide by the policies and guidelines as stated below, as well as the laws of the State of South Carolina and the federal government.

Coastal Carolina University prohibits the possession of beer or wine by those under the age of 21, as defined in *South Carolina Code of Laws, Section 20-7-8920*. The University also prohibits the possession of liquor by those under the age of 21, as defined in *South Carolina Code of Laws, Section 20-7-8925*.

This policy prohibits lying or giving false information concerning age in order to purchase beer, wine, or in order to obtain liquor, as defined in the *South Carolina Code of Laws, Section 61-4-60, 61-4-80 61-4-90 and 61-4-10*.

Coastal Carolina University also prohibits giving beer, wine, or liquor to anyone who is under the age of 21 as defined in the *South Carolina Code of Laws, Section 61-4-90*.

Coastal's Department of Public Safety will enforce all other laws governing alcohol use and abuse whenever necessary as defined in the *South Carolina Code of Laws*.

This policy is subject to change to comply with new local, state, or federal laws pertaining to the possession and consumption of alcohol (already defined to include beer, wine, or distilled spirits).

### **A. Alcoholic Beverage Possession and Consumption at Coastal Carolina University**

Alcohol will not be purchased, sold, served, provided, or present at student social events or student organization hosted events, unless it is properly registered and subject to S.C. State



Law, the Coastal Carolina Alcohol and Drug Policy, and all other regulations contained in the *Code of Student Conduct* and the *Student Handbook*.

## **B. Permitted Areas**

Subject to the provisions of Section II.A. above, on-campus consumption of alcohol is permitted in the following areas:

1. Designated facilities of Wheelwright Auditorium, such as the Blue Room.
2. Designated facilities of the Lib Jackson Student Center, such as Room 208 and the first floor lobby.
3. Designated areas of the Singleton Building.
4. The Edwards College of Humanities and Fine Arts atrium and gallery.
5. All private dining rooms on campus.
6. Spadoni Park, for designated events only.
7. Designated areas of the Atheneum Hall.
8. The stadium/field house.
9. Designated areas of the Wall College of Business Building, to include the Board Room and Wall Auditorium Lobby.
10. Inside University Place apartments by residents of legal drinking age.
11. Other areas as designated by the President.

## **C. Prohibited Areas**

On-campus possession and/or consumption of alcohol by individuals or groups is prohibited at Coastal Carolina University facilities and grounds, including but not limited to:

1. Main campus residence hall facilities owned by Coastal Carolina University, either in a room or apartment of the residence halls, or in public halls or lounge areas of the residence halls; or grounds surrounding residence halls.
2. All academic facilities owned or managed by Coastal Carolina University, either in a faculty or staff member's office or in the halls or classrooms.
3. All other areas not expressly designated in Section B stated above.

## **D. Off-Campus Event Registration**

Coastal Carolina University neither condones nor recognizes off-campus events of student organizations where alcohol is either served or consumed, unless such events are sponsored by Coastal Productions, the designated student programming board of Coastal Carolina University. Any other student organization that hosts an off-campus event where alcohol is served and consumed shall be deemed to be doing so without the permission of the University. Accordingly, the University shall assume no responsibility for any damages or injuries that might arise as a result of such an event.

Student organizations are not authorized to represent the University or to use the Coastal Carolina University name to enter into negotiations for contracts to gain goods or services without prior approval of the Office of Student Activities. Such organizations, its officers, members, and guests assume responsibility for complying with all University policies as well as local, state, and federal laws governing the use of alcoholic beverages.

## **E. Coastal Productions Registered Off-Campus Events**

Coastal Productions, the designated student programming board of Coastal

Carolina University, may host off-campus student events where alcohol is served, pending approval of the Director of Student Activities. When Coastal Productions registers an off-campus student event where alcohol is served, it must follow the procedures outlined below:

1. Coastal Productions must obtain registration approval from the Office of Student Activities before initiating negotiations with the host business establishment.
2. After Coastal Productions staff has made the necessary arrangements, it must obtain the final approval of the Office of Student Activities before monies can be disbursed in payment to the host business.
3. For events where deemed necessary by the Office of Student Activities, Coastal Productions officers are responsible for checking all individuals attending the event to assure they are students, faculty, or staff. Each person is permitted to bring one guest to such an event.
4. Coastal Productions and/or the Office of Student Activities will enter into a contract with the host business establishment to assure compliance with conditions stated hereafter:
  - a. The business establishment hosting the event is responsible for verifying the age of each individual in attendance. Those 21 and older must wear a wristband in order to consume alcohol. The business establishment's bartenders are responsible for checking wristbands prior to serving alcohol.
  - b. The business establishment hosting the event is responsible for controlling illegal consumption of alcohol and is legally responsible for any consequence of illegal consumption.
  - c. The hosting business establishment will provide security police to patrol the area, including the parking lot, to control the illegal consumption of alcohol, including use by students under the legal drinking age.
  - d. Non-alcoholic beverages and food must be readily available at such an event.
  - e. The hosting business establishment will stop serving alcohol sixty minutes prior to the closure of the event.

## **F. Coastal Productions and Other Student Organizations Registered On-Campus Events**

Student organizations may have alcohol served at properly registered on-campus events. Student organizations must use designated student officer(s) who will attend and oversee each organization-sponsored event. The designated officer(s) must have successfully completed alcohol education workshops as required by the Office of Alcohol and Drug Services.

1. Any student organization, including Coastal Productions, planning an on-campus event where alcohol will be served must obtain approval through the Office of Student Activities before registering any program and again before any monies can be dispersed to the business establishment providing the refreshments.
2. For events where deemed necessary by the Office of Student Activities, a representative of the student organization is responsible for checking all

individuals attending the event to insure they are students, faculty, or staff.

Each person is permitted to bring one guest to such an event.

3. The student organization sponsoring the event is responsible for insuring an approved process of verifying the age of each individual in attendance. Those 21 and older must wear a wristband in order to consume alcohol. The bartenders are responsible for checking wristbands prior to serving alcohol.
4. Appropriate amounts of non-alcoholic beverages and food must be provided at any event where alcohol is present.
5. The student organization will insure that the service of alcohol will stop 60 minutes prior to the scheduled closure of the event.

#### **G. General Guidelines for Recognized University Activities Where Alcohol is Served, Consumed, or Present to Include Non-Student Registered Events**

1. The sale and service of alcohol must conform to all federal, state, local, and University policies/laws.
2. Any containers of alcohol, which are being transported on Coastal Carolina University premises, must be sealed and covered.
3. All students and their guests attending an activity where alcohol is served, consumed, or present must possess appropriate proof of age. Students who alter their I.D. cards to falsify their age are in violation of S.C. state law as well as Coastal Carolina University regulations and subject to its disciplinary proceedings and sanctions.
4. Students will be held responsible for their or their guest's behavior while attending these events.
5. If an event is registered by a student organization, then student leadership within the organization must have successfully completed alcohol education workshops as specified by the Office of Alcohol and Drug Services in order to review and develop procedures for having a responsibly held event regarding the use of alcohol. The Office of Student Activities will designate the appropriate student organization representatives expected to be in attendance at these educational trainings.

#### **H. Sanctions**

Students and faculty organizations, individual students, faculty, and staff in violation of the Coastal Carolina policies, as well as of state or federal law, regarding the use of alcohol are subject to the proceedings and sanctions of not only Coastal Carolina University but may also be subject to the civil and criminal court system. Coastal Carolina University is not a sanctuary that relieves students, faculty and staff of their responsibilities as citizens to abide by local, state, and federal laws, or Coastal Carolina University policies and procedures. Student discipline will be conducted in accordance with this policy and due process as specified in the *Code of Student Conduct*.

1. Sanctions for possession of alcohol by students at the residence halls may include, but are not limited to: fines, required attendance at educational or prevention programs, disciplinary sanctions which may include termination of residence hall contract and summary suspension. See the *Residence Life Living Guide* and the *Code of Student Conduct*.

2. Drinking on campus is not permitted under any circumstances by students, faculty, and staff unless at an approved campus event and location. Drinking in public and public intoxication both represent non-compliance with the laws of South Carolina and are therefore under the jurisdiction of the Office of Public Safety and other police officials.
3. Violations of the alcohol policy by students at any recognized student organization or University sponsored event may include but are not limited to the following sanctions: fines, required attendance at educational or prevention programs, and disciplinary sanctions which may include summary suspension. See the *Code of Student Conduct*.
4. Any student organization which provides alcohol at a registered event without following the proper procedures, or any student organization which uses the name of Coastal Carolina University and serves alcohol without following the proper registration procedure, will be referred as an organization or as individuals to the Vice President for Student Affairs for disciplinary action. The student organization or individuals may be held responsible for their actions as provided for in the *Code of Student Conduct*.
5. Faculty and staff in violation of policies will be disciplined according to the personnel policies and procedures of Coastal Carolina University.
6. The Higher Education Reauthorization Act of 1998 amended Family Educational Rights and Privacy Act of 1974 (FERPA) to allow, but not require, institutions of higher education to notify the parents or guardians of students under the age of 21 who violate institutional policies pertaining to alcohol and drugs.

### **III. Campus Drug Policy**

Coastal Carolina University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances by Coastal students, faculty, and staff as set forth in *South Carolina Code of Laws, Section 44-53-110 et seq.*

This policy also prohibits possession of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons, etc.) as defined in *South Carolina Code of Laws, Section 44-53-110* and *Section 44-53-391*.

Coastal Carolina University also prohibits the non-prescribed use of anabolic steroids as defined in *South Carolina Code of Laws, Section 44-53-1510 et seq.*

The term "controlled substances" as used in this policy shall refer to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under South Carolina law.

#### **A. Legal Aspects and Consequences**

As citizens, students, faculty, and staff have a responsibility for knowing and complying with the provisions of state law referenced above. Anyone violating these laws is subject to prosecution and punishment by the criminal courts as well as subject to disciplinary procedures conducted by the University.

#### **B. Coastal Carolina University Disciplinary Process**

Coastal Carolina University considers any violation of the drug policy to be a

serious offense. The continued enrollment of students will be subject to conditions or restrictions which may include procedures recommended by the Director of Counseling. Sanctions imposed by Coastal Carolina University are in accordance with disciplinary procedures published in the *Code of Student Conduct*. These sanctions include, but are not limited to, suspension held in abeyance with conditions, summary suspension, removal from residence halls, and permanent suspension from Coastal Carolina University.

#### **C. Trafficking in Illegal Drugs on University Owned, Managed, or Leased Property**

Prior to Hearing: Because the distribution of illegal drugs or controlled substances is a threat and danger to health and safety of the community, when reasonable cause exists, Coastal Carolina University will immediately suspend alleged offenders prior to a hearing, in accordance with summary suspension policies as published in the *Code of Student Conduct*.

Students found in violation of illegal distribution of drugs or controlled substances will be permanently suspended in accordance with disciplinary procedures in the *Code of Student Conduct*.

Students who live in University owned, managed or leased housing facilities found to be in violation of this policy will also be subject to termination of housing contract as published in the *Residence Life Living Guide* and/or *Residence Life Contract Terms and Conditions*.

#### **D. Possession and Use of Illegal Drugs**

For students found in possession or use of illegal drugs, the sanctions will range from suspension held in abeyance with conditions, to permanent suspension in accordance with disciplinary procedures as published in the *Code of Student Conduct*.

Students who live in University owned, managed or leased housing facilities found to be in violation of this policy will also be subject to termination of housing contract as published in the *Residence Life Living Guide* and/or *Residence Life Contract Terms and Conditions*.

#### **E. Possession of Drug Paraphernalia**

For students found in violation of the drug paraphernalia section of this policy, Coastal Carolina University's response will be determined in accordance with disciplinary procedures as published in the *Code of Student Conduct*.

Students who live in University owned, managed or leased housing facilities found to be in violation of this policy will also be subject to termination of housing contract as published in the *Residence Life Living Guide* and/or *Residence Life Contract Terms and Conditions*.

#### **F. Drug-Free Workplace Policy**

The Federal Drug-Free Workplace Act of 1988 prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and provides for sanctions against faculty, staff, and student employees, permanent or temporary, who violate this policy. Pursuant to federal law, the policy also requires grant or contract employees to notify the employer of any criminal drug statute convictions for a violation occurring in the workplace no later than five (5) days after

the conviction. Any student employee who violates the Drug-Free Workplace Policy is subject to prosecution and punishment by the criminal courts as well as to disciplinary procedures by Coastal Carolina University and may also be terminated from his/her position of employment by the supervising department.

#### **G. Eligibility for Federal Financial Aid**

Students found in violation of the drug policy jeopardize their ability to receive financial aid for which they might otherwise be eligible.

### **IV. Future Revisions**

Coastal Carolina University reserves the right to update this policy at any time. Members of the campus community are responsible for being aware of all changes as published and disseminated.

## **UNIVERSITY POLICY FOR STUDENT COMPLAINTS**

The University deems it essential that all students be provided an adequate opportunity to bring complaints and problems to the attention of the administration with the assurance that they will be treated promptly, professionally, fairly, confidentially, and without fear of reprisal. If any student believes he or she has been mistreated by any member of the faculty or staff, the procedures listed below should be followed. They are intended to simplify the proper route for students to follow in complaining about any perceived mistreatment by a University employee and are not intended to replace any existing grievance process for matters that may be grieved. Students who are unsure about this complaint policy are encouraged to consult with their academic advisers.

**Complaints about faculty on academic matters** should be reported to the department chair or dean who supervises the professor or instructor, or inquire at the Office of the Provost.

**Complaints about any form of perceived discrimination, including, but not necessarily limited to racial discrimination, sex discrimination, discrimination because of a disability, or sexual harassment and complaints about improper treatment by any university employee** should be reported to the Associate Vice President for Human Resources and Equal Opportunity.

**Complaints about admissions, any registration problem, billings or accounts receivable, or financial aid** should be reported to the office of the Vice President for Enrollment Services.

**All other complaints on non-academic matters, including complaints about treatment by other students** should be reported to the Office of the Vice President for Student Affairs.

If any student with a complaint does not receive satisfaction from any of the above-listed offices, the student should bring his or her complaint directly to the Office of the President.

# ACADEMIC CALENDAR

The current academic calendar can be accessed on Coastal's Web site at [www.coastal.edu/catalog/2005\\_2006/academiccalendar](http://www.coastal.edu/catalog/2005_2006/academiccalendar)

# CALENDAR OF EVENTS

The most current list of all events taking place at Coastal can be found on Coastal's Web site at [was.coastal.edu/calendar](http://was.coastal.edu/calendar).

# CODE OF STUDENT CONDUCT

The Code of Student Conduct can be found on Coastal's Web site at [www.coastal.edu/deanofstudents/codeofconduct](http://www.coastal.edu/deanofstudents/codeofconduct).

## Coastal Carolina University Alma Mater

### “Coastal Carolina”

We come to you to lead our search,  
and learn to reach beyond ourselves -  
below the earth, beyond the stars -  
to form our dreams for better years.

Here, green and bronze in nature; light -  
sweet pine forests that surround us,  
ocean waters that sustain us -  
reflect your standards that prepare us.

May we return in thought and care  
to share your promise of enrichment,  
and celebrate and sing our praise  
for Coastal Carolina.

— *Bennie Lee Sinclair* —

The Coastal Carolina University Alma Mater was written 1994 by  
Bennie Lee Sinclair, Poet Laureate of South Carolina,  
to commemorate the first year of the institution's status as a university.

The original score for the Alma Mater was written by  
William R. Hamilton, Coastal Carolina University music professor.



## CAMPUS TELEPHONE DIRECTORY

Academic Advisement .....	2934
Academic Affairs .....	2088
Academic Center:	
Computer Assisted Instruction Lab .....	2908
Foreign Language Instructional Center .....	2468
Mathematics Lab .....	2884
Testing Center .....	4004
Writing Center .....	2937
Admissions .....	2026
Alcohol and Drug Services .....	2305
Alumni Relations .....	2846
Athletic Department .....	2820
Atlantic Center .....	234-0114
Bookstore .....	2360
Bursar's Office .....	2159
Career Planning .....	2341
Coastal Productions .....	2326
Controller's Office .....	2283
Counseling Service .....	2305
Financial Aid .....	2313
Dean of Students .....	4161
Food Service .....	2365
Georgetown Campus .....	546-7523
Graduate Regional Studies .....	2394
Greek Life .....	2311
Human Resources and Equal Opportunity .....	2036
ID Office .....	6435
International Counselor/Study Abroad .....	2053
Intramurals/Recreation .....	2802
Job Locator Service .....	2358
Public Safety (Campus Police) .....	2177/2178
*After 5 p.m. to 7:30 a.m. 2177 or 347-3228 or 911 for emergencies.	
Library .....	2402
Lost and Found .....	2177
Maintenance .....	2153
Marketing Communications .....	2102
Media Services .....	2890
Multicultural Student Services .....	2863
Pool .....	2815
President, Office of the .....	2002
Printing Services .....	2922

## Publications (student)

<i>Archarios</i> (literary magazine) .....	2328
<i>The Chanticleer</i> (newspaper) .....	2330
<i>Tempo</i> (feature magazine) .....	2396
Recreation Center .....	2802
Registrar, Office of .....	2019
Residence Life .....	6400
Sports Information .....	2822
Student Activities .....	2301
Student Affairs (Vice-President's Office) .....	2302
Student Government Association .....	2320
Student Health Services .....	347-7466
Technology Services (ITS) .....	2084
University Advancement .....	2007
Veteran Affairs .....	2313
Wheelwright Auditorium .....	2502

## Academic Units

Art .....	2700
Biology .....	2238
Business Administration .....	2641
Chemistry .....	2379
Computer Science .....	2116
Economics .....	2574
Education .....	2604
English .....	2621
Foreign Language .....	2450
Geography .....	2621
International Programs .....	2053
History .....	2476
Interdisciplinary Studies .....	2630
Marine Science .....	2219
Mathematics .....	2004
Music .....	2637
Philosophy .....	2476
Physical Education .....	2808
Physics .....	2379
Politics .....	2621
Psychology .....	2275
Religion .....	2476
Sociology .....	2275
Theater .....	2637

**\*Dial Direct:** To call a campus extension from off-campus, dial 448-1481, 347-3161 or 546-0234 and ask for the extension. You also may call direct by dialing 349 plus the number.